



## Local Governing Committee

### Terms of Reference

#### Role of the Local Governing Committee

The Local Governing Committee provides oversight of the operation of the school by gaining knowledge of its successes and challenges. Its main responsibilities are to:

- Ensure the school continually strives for best practice in teaching and learning, by providing scrutiny and support
- Ensure the school is responsive to the needs of the children and the community it serves.
- Monitor and advise on the Pupil Premium and Sports Premium funds
- Contribute to effective Safeguarding practice through the appointment of a link governor who will provide oversight and gain assurance from appointed DSLs, single central register, training records, undertaking visits and monitoring as required
- Discuss draft budgets and advise the MAT Board on the priorities of the school including appropriate staffing structure
- Contribute to the development of the School Improvement Plan and monitor its implementation
- Support the Head Teacher with recruitment of staff
- Approve school level delegated policies
- Ensure pupil and parent voice are incorporated into school life monitoring survey findings and implementing recommendations that arise.
- Participate in Attendance Panels

#### Membership

There shall be up to nine members of the Local Governing Committee, (hereafter called Governors) made up as follows:

- Big Life Schools MAT Board will appoint the Chair, who will also act as a Trustee on the MAT Board.
- The Chair and Head Teacher will appoint up to five other members to the committee who have suitable experience and qualifications to hold the schools to account. This includes educational expertise, community experience, and wider health and wellbeing expertise.
- Parents will elect two Parent Governors to the Committee
- Staff can elect a representative to the Committee.

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Document Reference: BLSMAT029

Version Number: V1

Produced: October 22

To be reviewed: October 24

## Secretary

The School Business Manager will act as Secretary to the Local Governing Committee.

The School Business Manager will manage the election of parent and staff governors.

## Quorum

The quorum necessary for the transaction of business shall be two, of whom at least one must be clearly independent. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

## Frequency of Meetings

The Committee shall meet not less than once a year and at such other times as the Chair of the Committee shall require.

## Notice of Meetings

Meetings of the Committee shall be arranged by the Secretary of the Committee at the request of any member.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, and any other person required to attend, no fewer than seven working days prior to the date of the meeting, unless otherwise agreed by the members.

## Minutes of Meetings

The Secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.

The Secretary should ascertain, at the beginning of each meeting, the existence of any conflicts of interest and Minute them accordingly. Declarations of interest should be asked at the start of each meeting.

Minutes of Committee meetings shall be circulated to all members of The Committee and to all members of the Board.

## Reporting Responsibilities

The Chair of the LGC shall report to the BLS MAT Board, providing regular updates on the school's performance from the perspective of the LGC.

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The Local Governing Committee shall make recommendations to the MAT Board on:

- School Improvement Plans
- Draft budgets
- Term Dates
- Any other matters it deems appropriate

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